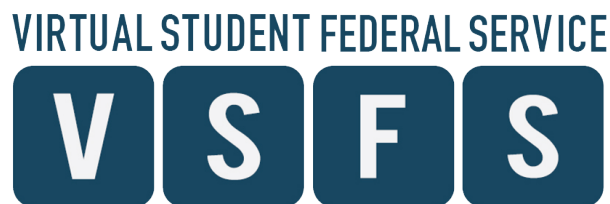


Help our diplomats transition to their new homes! Ugly handbooks seek book designers and editors.



Project Title	Help our diplomats transition to their new homes! Ugly handbooks seek book designers and editors.
Project Summary	Help us update, edit, organize, and design a fantastic new housing handbook for our American Staff in Dakar, Senegal. We are looking for a graphic designer/book layout artist and a great copy editor to create this handbook.
Country	Senegal
Country/Region of Focus	Senegal

Project Description

When our expatriate staff arrive in Senegal it is often their first time in the country. To help them understand how their new home functions and the support services we offer we give out handbooks to guide them. Our current books are contradictory, lack visual appeal, and are hard to reference.

We need your help to update them.

We are seeking interns to help us edit and design a new guide that contains all the information necessary for our families to live comfortably in their new homes.

You will be tasked with combining our housing, facility maintenance and community handbooks into an amazing reference book. Good design is as important as good writing and we are looking to harmonize and modernize both. The preferred product format will be PDF and Word so that it can be easily updated in the future, though we are open to your ideas.

Required Skills or Interests

Skill(s)

Analytical writing

Design thinking

Editing and proofreading

Educational design

Graphic design

Infographic design

Additional Information

You will be on a small team of interns. We hope to have a graphic designer/layout specialist as well as a copy editor/writer to help us put our awesome Housing Handbook together.

You will work with members of the General Services Office and Facilities Department.

You will learn about the housing challenges we have in Dakar as well as what the expectations are of our clients. You will also have an inside look into what it's like to live as a diplomat while working for the Foreign Service in Africa and learn about the Department of State's rules for housing and maintenance through our Foreign Affairs Handbook and Manual. Curious? Apply today!

Language Requirements

None